COMOMAG INSTRUCTION 1336.1D

Subj: GUIDELINES FOR THE ROUTING/SUBMISSION OF SPECIAL REQUEST
       CHITS AND LEAVE REQUESTS

Ref: (a) COMOMAGINST 1050.1C

Encl: (1) Special Request Chit and Leave Request Routing Matrix

1. Purpose. To promulgate command policy and procedures
concerning the routing and submission of special request chits
and leave requests. Policy and procedures for leave and liberty
are detailed in reference (a).

2. Cancellation. COMOMAGINST 1336.1C.

3. Procedures

    a. Command special request chits shall be submitted on
NAVPERS 1336/3 in triplicate.

    b. Special request chits will be routed through the
established chain of command within four working days from the
date of the original request. If the request cannot be processed
within four working days, the requester shall be informed of the
delay, reason(s) for the delay, and expected date of completion.
The reason for the delay shall also be noted on the bottom or
reverse side of the original request chit. Requester shall
ensure all special request chits are submitted in a timely
manner.

    c. If disapproval has been recommended, the reason(s) for
disapproval shall be stated on the reverse side of the original
request chit.

    d. Request chits requiring action/correspondence to another
command will be forwarded on the first working day after final
approval/disapproval within the command.

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4. Approval Authority

a. All request chits will be routed through the chain of command per enclosure (1). Requests of an uncommon or unusual nature shall be routed to the Chief Staff Officer who will determine final approval/disapproval authority after consultation with cognizant Department Head.

b. All signatures on chits will indicate the date signed and forwarded after signature.

c. The Commander will be the final authority for approval/disapproval of any request chit recommending disapproval by any member in the chain of command.

d. Upon approval/disapproval of request chits, the original will be returned to the individual. One copy will be retained by the Administration Department and one copy will be returned to the individual's Department Head Record. When applicable, the fourth copy is retained by the command having final approval or action.

                        M. J. GREEN

Distribution: (COMOMAGINST 5216.1Q)
List I

REQUEST	LPO	LCPO	CDO1	CDO2	CCC	WBC	DH	SWO	N01A	O1A	OO	OTHER	REMARKS
ADVANCEMENT	I	X			I		X		X	X	A	LO/ESO-I	FOR E-2 AND E-3
ADVANCE PAY	I	X					X			X	A	LO-I	2 & 3 MONTHS ADV MUST BE JUSTIFIED
COMRATS	I	X					X		X		A		PERSONNEL WITHOUT DEPENDENTS
EXCHANGE OF DUTY (SDO)			X	X		I	X	A					
EXCHANGE OF DUTY (POOW)	X	X	I	I		I	X	A					
EXTEND ON BOARD	X	X			I		X		X	X	A		
FLT RES/RET	I	X			I		X		X	X	A	N1-I	
LATE EXAM	I	X					X		X	X	A	ESO-I	MUST STATE REASON FOR REQUEST
LEAVE-ENLISTED	X	X				I	A						
LEAVE-OFFICER						I	X	I	A				
MOVE OFF BASE/BAQ	I	X					X		X	X	A		PERSONNEL WITHOUT DEPENDENTS
NEW ID CARD	X	X					X			I	A	LO-I	MUST STATE REASON FOR REQ
NO COST JOB/HHG	X	X					X			X	A		
PART TIME JOB	I	X			I		X		X		A	LO-I	
REENLISTMENT/EXTENSION	I	X			I		X		X	X	A	DAPA/LO-I	SUBMIT 30 DAYS PRIOR TO REEN DATE
REQUEST MAST	I	X					X		X	X	A		
	X	X				I	A						
SPEC LIB (ENL) 2 OR MORE DAYS	I	X				I	X		X	X	A		
SPEC LIB 1 DAY (OFF)							X			A			
SPEC LIB (OFF) 2 OR MORE DAYS							X			X	A		

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SPECIAL PROGRAMS	I	X		I	X	X	X	A	LO/ESO-I	SPECIFIC ROUTING DEPENDENT ON REQ
TUITION ASSISTANCE	I	X		I	X	X	X	A	ESO	